

**SOUTHEASTERN MICHIGAN HIV/AIDS COUNCIL  
NEEDS ASSESSMENT COMMITTEE  
DETROIT HEALTH DEPARTMENT ROOM 420-B  
May 5, 2003  
12:00 P.M. –2:00 P.M.**

**MINUTES**

Co-Chair, Brenda Stimson, called the regularly scheduled meeting of the Needs Assessment Committee of The Southeastern Michigan HIV/AIDS Council to order at 12:17 PM in room 420B of the Detroit Health Department on Monday May 5, 2003. Today's agenda and the minutes of April 21 were read and approved with corrections.

**Present**

Brenda Stimson, Chair  
Jonsea Nelson  
Janet Nunn (arrived late)  
Waymond Burkes  
Keith Meeks  
Deborah Sloss  
David Perkins

**SEMHAC Staff**

Joy Royes, Planning Coordinator  
Karla Handley, Sr. Program Consultant

**Health Department Staff**

Lydia Myers  
Sarah Farrell

**OLD BUSINESS**

Lydia Myers stated that she would contact providers to find out how they intend to participate in the Needs Assessment process. All providers have received their surveys. Some of them have agreed to distribute Consumer Surveys, and a few have volunteered to host Focus Groups. Brenda Stimson will drop off In Care Surveys to University Health Center. Deb Sloss will take In Care surveys back to St. John, and will focus on Macomb county respondents, since that is an area from which we need feedback. Keith Meeks will host a Focus Group for Out of Care, formerly incarcerated individuals, and will distribute Out of Care surveys at Palmer Park. Affirmations Gay and Lesbian Community Center will use a Prevention Survey to screen possible out of care individuals, and will then switch to the Out of Care Survey if appropriate. They have access to most of the under represented groups that we need to survey in Oakland and Macomb counties. Lydia Myers pointed out that the poly-diagnosed population was omitted from our list of targeted groups. Deb Sloss suggested scheduling a Focus Group at the June 23-24 Conference, "Two Sides of The Same Coin: The Relationship Between HIV and Mental Illness." Some members of the group thought that would be too late, however. Joy Royes stated that four interns would be hired before our next meeting on May 19. Each intern will be assigned to one of four roles: Heavy data entry; working with mobile units on Out of Care; making community contacts throughout the entire Southeastern Michigan region to reach populations that are under reported; and following up on Focus Groups, including completing transcriptions and compilation of results. During the months of June and July the Needs Assessment report will be written. Prioritization and Allocation begins in August. Lydia has not had success with setting up student interns from U of D Mercy. We need to call or visit University LGBT groups to attempt to recruit interns. The deadline for surveys to be turned in is May 31<sup>st</sup>. Data entry must begin immediately after that in order to stay on schedule. Lydia suggested that Joy send out an email to the entire Health Department asking for referrals of students who may be qualified for one of the intern positions.

**NEXT MEETING** is Monday May 19, from Noon-2 PM in Room 420B of the Health Department.

**ANNOUNCEMENTS**

Lydia announced that the state is beginning its Needs Assessment for Title II providers. They will use their own Needs Assessment tool. Janet Nunn announced that Summer Camp for those who are infected or affected, and are between the ages of 5-18 will begin soon. 150-175 participants are expected. Door to door transportation will be provided. Counseling staff, and volunteers are being sought.

**ADJOURNMENT**

Meeting was adjourned at 1:40 PM.

Minutes transcribed by Karla Handley, May 12, 2003.

Chair Signature \_\_\_\_\_ Date \_\_\_\_\_